

POSITION DESCRIPTION (Please Read Instructions on the Back)

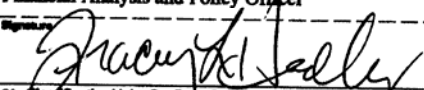
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation: (Show any positions replaced)		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location ORLANDO, FL	5. Duty Station ORLANDO, FL	1. Agency Position No. 13157
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 2 - Critical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 12DD		14. Agency Use	

15. Classified/Graded by a. U.S. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Including Office	Official Title of Position PROGRAM ANALYST	Pay Plan GS	Occupational Code 0343	Grade 12	Initials 	Date
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16. Organizational Title of Position (if different from official title) Program Analyst	17. Name of Employee (if vacant, specify)
18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Finance Directorate
a. First Subdivision ASC	d. Fourth Subdivision Finance-Matrix Division
b. Second Subdivision PEO STRI	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor TRACEY L. HADLEY Financial Analysis and Policy Officer	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature 	Signature

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformity with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 USOPM, PCS for Management and Program Analysis Series, GS-0343; Aug 90, TS-98; USOPM AAGEG, Aug 90, TS-98

Typed Name and Title of Official Taking Action
 LORRAINE B. HOTZ, Finance Director

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review a. Employee (optional) b. Supervisor c. Classifier	Initials 	Date 	Initials 	Date 	Initials 	Date 	Initials 	Date 	Initials 	Date
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24. Remarks
 Position is at the full performance level.
 BUS: 7777
 NON-CRITICAL ACQUISITION POSITION AMENDMENT: The employee must meet DoD 5000.52M requirements applicable to the duties of the position.

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-88)
 U.S. Office of Personnel Management

INTRODUCTION

Position is located in the Finance Directorate (F-Dir) of Program Executive Office, Simulation, Training and Instrumentation (PEO STRI), under the Acquisition Support Center (ASC). The mission of PEO STRI is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, testing and training instrumentation, targets and threat simulators. The mission includes cradle to grave life cycle acquisition following through with each phase of the acquisition process. The PEO STRI centrally directs, coordinates and supports the materiel development, acquisition and sustainment activities through the functional matrix organizations and four project managers. This position manages and integrates the planning, programming and execution of the PEO funding and manpower requirements.

MAJOR DUTIES

1. Analyzes current and projected acquisition programs to evaluate actual or potential effectiveness in achieving objectives. Performs financial management duties of programs assigned. Performs analysis of program/system/project implementation and execution in order to program funding and manpower resources accordingly. Makes evaluative analyses of all aspects of new or established programs including program objectives, policies and progress, resource estimates and utilization, program interfaces and other related matters. Defines new program resource needs upon consideration of such factors as the impact of trends and the effect of actual or probable legislative action with responsibility for developing and recommending program objectives, requirements, and the allocation of resources required for such programs.
2. Develops and recommends changes in program objectives, and adjustments in resources utilization to correct deficiency situations, and provide balanced resourcing in established programs. Evaluates the effect of alternatives or corrective actions on acquisition programs, or interrelated programs and on the overall utilization of manpower, funding, and materials resources. Presents conclusions and recommendations based on analyses and evaluations to management officials for their use in ensuring efficiency, economy, and balance in the development and execution of operation programs. Performs a wide range of analytical, technical and advisory functions related to acquisition process. Provides advice and assistance in resource and acquisition matters in the preparation of program documentation/briefings such as economic and cost benefit analyses, and budget preparation, etc. Determines information needed to show whether established programs do or will accomplish their objectives as effectively as possible. Devises appropriate methods for securing the required information and develops data from sources.
3. Performs other duties as assigned.

TDY may be required 10-15% of the time.

Factor 1. Knowledge Required by the Position – Level 1-7 - 1250 Points

- Knowledge and skill in applying review, analytical and evaluation methods and techniques such as planned versus actual, linear forecasting, systems integration, etc., to integrate resource requirements and resolve issues related to allocation and execution of PEO funding or manpower resources.
- Thorough understanding of DA/ASC/PEO STRI accounting, budgeting, programming and manpower systems (Standard Operation and Maintenance Army Research and Development System [SOMARDS], Mechanization of Contract Administration Services [MOCAS], Resource Management Tool [RMT], etc.) and processes and DoD/DA/ASC fiscal and financial management policies to effectively plan, track and monitor PEO funding and manpower resources.
- Knowledge of PEO's responsibilities, business processes and operations and their relationship to PEO Operating Budget requirements.
- Knowledge of the Planning, Programming, Budgeting and Execution Systems (PPBES) regulations, guidelines and processes to effectively plan, program, budget and execute PEO's funding and manpower resources.
- Skill in oral and written communications to enable presentation of sensitive and sometime controversial material to the PEO, DPEO, CSE, BOE, PSE, CBUs and other external DoD agencies that include ASC, DA and DoD. This includes preparing recommendations for the Deputy Program Executive Officer (DPEO) and the PEO regarding funding and manpower resources and/or results of special studies and analyses as assigned.
- Ability to conduct studies requiring an application of analytical and statistical methods and techniques such as linear forecasting, regression analysis, variance analysis, etc. in support of PEO related special studies and analyses. These studies and analyses frequently require a team effort to include Program Analysts, Program Integrators (PIs), PEO STRI PM and matrix personnel, and contractors.
- Knowledge of the military and civilian PEO STRI structure, missions, programs and organizational relationships to support the development and integration of PEO related budgetary and manpower requirements and to support the integration of data that cross the full spectrum of PEO STRI organizations, missions and functions.

Factor 2. Supervisory Controls – Level 2-4 - 450 Points

Incumbent works under the general supervision of the Finance Directorate Management. Work is assigned by the CBUs and/or Directors and is conducted primarily on an independent basis.

Incumbent consults with supervisor on matters involving the overall objectives, broad aspects of the assignment and long-term milestones to be achieved. Informs the supervisor of potentially controversial findings, issues, or problems.

Completed work is reviewed by the supervisor for compatibility with goals, guidelines, and effectiveness in achieving intended objectives. Completed work is reviewed outside the incumbent's office by staff and management officials whose programs and employees would be affected by implementation of recommendations.

Factor 3. Guidelines – Level 3-4 - 450 Points

Guidelines are in the form of DoD, DA, ASC, PEO STRI regulations and policies and administrative funding policies/statements issued at the DoD/DA/ASC/PEO STRI level. These regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent legislative history, state and federal laws, or policy initiatives of PEO STRI management.

Exercises judgment and discretion in learning intent. Interprets and clarifies existing policy and regulatory guidance for use by others within PEO STRI. The employee reviews public law regulations that would significantly change PEO programs financial management and makes required adjustments or recommends appropriate action.

Factor 4. Complexity – 4-5 - 325 Points

The work consists of the collection, integration and analysis of funding and manpower resource requirements that directly support the operation of the PEO. Requirements must be clearly articulated, fully scrutinized, well justified and documented, and effectively integrated into a PEO level budgetary submission and execution plan. Execution must be consistent with appropriation/fiscal law and financial management policies. Assignments cross the full spectrum of PEO STRI operations and involve the direct interface with the PEO to develop PEO priorities and resolve resource allocation issues. Assignments require developing detailed requirements, obligation/expenditure plans, tracking, monitoring and reporting progress against the plans and recommending revisions to the baseline where appropriate. Assignments include the conduct of special studies that require the integration and analysis of PEO level data and information to formulate and/or support a position or conduct PEO level studies. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts, judgmental assessments, the quality and quantity of actions are measurable primarily in predictive terms and the findings conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results.

Factor 5. Scope and Effect – Level 5-3 - 150 Points

The position manages and integrates the planning, programming, budgeting and execution of PEO funding and manpower requirements. The work involves integrating current and future program and operational requirements; developing detailed/validated/prioritized program execution plans; interpreting and applying related administrative/financial regulations; applying Program Budget Guidance (PBG) to requirements/plans; evaluating project progress/cost; and recommending alternative funding methods and work-around plans that facilitate execution. The

work contributes to the improvement of productivity, effectiveness and efficiency in program operations and administrative support activities within the PEO and affects the plans, goals and effectiveness of the mission and programs.

Factors 6 & 7. Personal Contacts & Purpose of Contacts – Level 3-c -180 Points

Contacts include management and employees within PEO STRI, ASC, and DA, as well as external customers. Customers include, but limited to the National Guard Bureau (NGB), General Services Agency (GSA), Army Research Office (ARO), Marine Corp Albany, Naval Air Warfare Center and the Defense Finance and Accounting Services (DFAS). These contacts will take the form of telephonic contact, e-mail, meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster understanding and resolve financial programmatic and process issues such as recommendations affecting resources and program planning for the PEO.

Factor 8. Physical Demands – Level 8-1 - 5 Points

The work is sedentary. No special physical effort is required.

Factor 9. Work Environment – Level 9-1 - 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.